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Hong Kong Institute of Vocational Education (Chai Wan)

Student Handbook 2023/24

For Higher Diploma & Diploma of Foundation Studies Programmes



2023/24 Student Handbook

For Higher Diploma & Diploma of Foundation Studies Programmes[#]

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1. Introduction

- 1.1 The Hong Kong Institute of Vocational Education (IVE) and the Hong Kong Design Institute (HKDI) offer a wide range of full-time and part-time programmes covering levels ranging from higher diploma to certificate. They provide young people and working adults with diversified progression pathways to academic and career advancement, and nurture professionals and talents valued by industries.
- 1.2 IVE, which was established in 1999 by merging the former 2 Technical Colleges and 7 Technical Institutes into one collaborative institution, has been building a competent and innovative workforce for economic development of Hong Kong. IVE is the largest operational arm of Vocational Training Council (VTC) and there are 9 campuses located across the territory:
- IVE (Chai Wan)
 - IVE (Haking Wong) (Including Billion Plaza Centre)
 - IVE (Lee Wai Lee)
 - IVE (Sha Tin)
 - IVE (Kwai Chung)
 - IVE (Kwun Tong)
 - IVE (Tsing Yi)
 - IVE (Morrison Hill)
 - IVE (Tuen Mun)
- 1.3 With a rich heritage in design education through IVE, HKDI, which was established in 2007, brings together the strengths of all design-related departments to offer comprehensive and contemporary design curriculum. Programmes on offer span across Architecture, Interior and Product Design, Communication Design, Digital Media, as well as Fashion and Image Design. Operating in its award-winning campus in Tseung Kwan O, HKDI is dedicated to providing the most dynamic learning environment for quality design education.
- 1.4 IVE and HKDI are committed to nurturing highly adaptable and future-ready talents to meet the changing needs of a knowledge-based economy. The curricula offered by IVE and HKDI are designed with inputs from academics and industry leaders to ensure a good blend of theory and practice, as well as their responsiveness and relevance to industry developments.

- 1.5 Apart from IVE and HKDI, the Youth College (YC) with 8 campuses, namely Kowloon Bay, Kwai Chung, Kwai Fong, Pokfulam, Tin Shui Wai, Tseung Kwan O, Tuen Mun and Yeo Chei Man, also run foundation studies programmes (such as Diploma of Vocational Education, Diploma of Foundation Studies). In addition, the newly established Youth College (International) (YC(INTL)), offers Diploma of Vocational Baccalaureate (DVB) programmes starting from AY2018/19. The 3-year full-time DVB programmes aim to provide post-secondary 3 students an alternative progression pathway to study tertiary education in local or overseas universities. The programmes prepare students to acquire internationally recognised qualifications like the International General Certificate of Secondary Education (IGCSE) in English, Chinese & Mathematics, and the Business and Technology Education Council (BTEC) Diploma / Extended Diploma. Students of the DVB programmes study at IVE(Tsing Yi) and HKDI.
- 1.6 This Handbook contains essential information about the campus facilities and regulations as well as general policies and guidelines on academic matters for 2023/24 Academic Year. Students are required to study this Handbook carefully and observe all the relevant regulations and requirements stated therein.
- 1.7 Students will also receive information concerning the academic regulations and matters specific to their respective programmes from Programme Leaders or Personal / Class Tutors.

All students are assigned with a Computer & Network Account (CNA) to access various computer and network services, including email facilities, student online self-services and e-learning platforms, etc. The Campuses normally make use of the **VTC Webmail Service** at "webmail.vtc.edu.hk" and **MyPortal** at "myportal.vtc.edu.hk" as a communication platform with students, including release of class and examination timetables, Transcript of Study, Tuition Fee Payment Advice, etc. **Students are strongly advised to visit VTC Webmail Service and MyPortal at regular intervals for updated news and obtaining the documents.** Requests from students due to their oversight of or omission to download the notices / documents released via VTC Webmail Service and MyPortal will not normally be entertained.


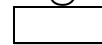

A softcopy of this Handbook in Chinese will also be available at the General Campus News of the communication platform **MyPortal**.


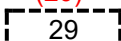
- 1.8 The information provided in this Handbook is updated as at 6 Nov 2023. Your Institute will issue notifications separately should there be new information that require your attention.
- 1.9 The terms Campus(es) and Institute(s) will be used interchangeably in this Handbook to denote IVE / HKDI / YC.

2. Academic Terms and Key Dates for 2023/24 For Higher Diploma (HD) Programmes

Week	Month	Day							Remark	
		S	M	T	W	T	F	S		
	2023								2023	
	Sep									
1								1	2	1 Sep HD Semester 1 Commencement (Full-time)
2		3	4	5	6	7	8	9		11 Sep HD Semester 1 Commencement (Part-time)
3		10	11 [@]	12	13	14	15	16		29 Sep No Evening Class (Chinese Mid-Autumn Festival)
4		17	18	19	20	21	22	23		30 Sep General Holiday (The day following the Chinese Mid-Autumn Festival)
5		24	25	26	27	28	29	30'		
	Oct									
6		1	2'	3	4	5	6	7		2 Oct General Holiday (The day following National Day)
7		8	9	10	11	12	13	14		
8		15	16	17	18	19	20	21		
9		22	23'	24	25	26	27	28		23 Oct General Holiday (Chung Yeung Festival)
10		29	30	31						
	Nov									
10					1	2	3	4		
11		5	6	7	8	9	10	11		
12		12	13	14	15	16	17	18		
13		19	20	21	22	23	24	25		
14		26	27	28	29	30				
	Dec									
14							1	2		
15		3	4	5	6	7	8	9		
16		10	11	12	13	14	15	16		
17		17	18	19	20 [#]	21 [#]	22 [#]	23 [#]		20-23 & 27-30 Dec Institute Holidays
18		24	25'	26'	27 [#]	28 [#]	29 [#]	30 [#]		25-26 Dec General Holidays (Christmas Day & the first weekday after Christmas Day)
19		31								
	2024									2024
	Jan									
19			1'	2	3	4	5	6		1 Jan General Holiday (The first day of January)
20		7	8	9	10	11	12 [@]	13		2-11 Jan HD Semester 1 Exam Period (Full-time & Part-time)
21		14	15	16	17	18	19	20		12 Jan HD Semester 2 Commencement (Part-time)
22		21	22	23	24	25	26	27		15 Jan HD Semester 2 Commencement (Full-time)
23		28	29	30	31					
	Feb									
23						1	2	3		9 Feb Institute Holiday
24		4	5	6	7	8	9 [#]	10'		10, 12-13 Feb General Holidays (Lunar New Year's Day, the third day & fourth day of Lunar New Year)
25		11	12'	13'	14 [#]	15	16	17		
26		18	19	20	21	22	23	24		14 Feb Institute Holiday
27		25	26	27	28	29				
	Mar									
27							1	2		
28		3	4	5	6	7	8	9		
29		10	11	12	13	14	15	16		
30		17	18	19	20	21	22	23		
31		24	25	26	27	28	29'	30'		29-30 Mar General Holidays (Good Friday & the day following Good Friday)
32		31								

Week	Month	Day							Remark	
		S	M	T	W	T	F	S		
	Apr									
32			1'	2#	3#	4'	5	6	1 Apr	General Holiday (Easter Monday)
33		7	8	9	10	11	12	13	2-3 Apr	Institute Holidays
34		14	15	16	17	18	19	20	4 Apr	General Holiday (Ching Ming Festival)
35		21	22	23	24	25	26	27		
36		28	29	30						
	May									
36					1'	2	3	4	1 May	General Holiday (Labour Day)
37		5	6	7	8	9	10	11	2-11 May	HD Semester 2 Exam Period (Full-time)
38		12	13@	14	15'	16	17	18	2-10 May	HD Semester 2 Exam Period (Part-time)
39		19	20	21	22	23	24	25	13 May	HD Semester 3 Commencement (Part-time)
40		26	27	28	29	30	31		15 May	General Holiday (The Birthday of the Buddha)
	Jun								16 May	HD Semester 3 Commencement (Full-time)
40								1		
41		2	3	4	5	6	7	8		
42		9	10'	11	12	13	14	15	10 Jun	General Holiday (Tuen Ng Festival)
43		16	17	18	19	20	21	22		
44		23	24	25	26	27	28	29		
45		30								
	July									
45			1'	2	3	4	5	6	1 Jul	General Holiday (HKSAR Establishment Day)
46		7	8	9	10	11	12	13		
47		14	15	16	17	18	19	20	18-25 Jul	HD Semester 3 Exam Period (Full-time & Part-time)
48		21	22	23	24	25	26	27		
49		28	29	30	31					
	Aug									
49						1	2	3		
50		4	5	6	7	8	9	10		
51		11	12	13	14	15	16	17		
52		18	19	20	21	22	23	24		
53		25	26	27	28	29	30	31		
	Sep									
1		1	2	3	4	5	6	7	2 Sep	AY 2024/25 Semester 1 Commencement (Tentative)
2		8	9	10	11	12	13	14		
3		15	16	17	18	19	20	21		
4		22	23	24	25	26	27	28		
5		29	30							

-  : HD Semester Commencement (Full-time)
- @ : HD Semester Commencement (Part-time)
-  : HD Exam Period (Full-time)
-  : HD Exam Period (Part-time)

-  : Graduation Ceremony
- (25)' : General Holiday
- (20)# : Institute Holiday
-  29 : No Evening Classes

IVE / HKDI / YC Open Days – to be fixed
IVE / HKDI / YC Athletic Meet – to be fixed
IVE / HKDI / YC Aquatic Meet – to be fixed

Academic Terms and Key Dates for 2023/24 For Diploma of Foundation Studies (DFS) Programme

Week	Month	Day							Remark		
		S	M	T	W	T	F	S			
	2023								2023		
	Sep										
1								1	2	1 Sep	DFS Semester 1 Commencement (Full-time)
2		3	4	5	6	7	8	9		11 Sep	DFS Semester 1 Commencement (Part-time)
3		10	11 [@]	12	13	14	15	16		29 Sep	No Evening Class (Chinese Mid-Autumn Festival)
4		17	18	19	20	21	22	23		30 Sep	General Holiday (The day following the Chinese Mid-Autumn Festival)
5		24	25	26	27	28	29	30'			
	Oct										
6		1	2'	3	4	5	6	7		2 Oct	General Holiday (The day following National Day)
7		8	9	10	11	12	13	14			
8		15	16	17	18	19	20	21			
9		22	23'	24	25	26	27	28		23 Oct	General Holiday (Chung Yeung Festival)
10		29	30	31							
	Nov										
10					1	2	3	4			
11		5	6	7	8	9	10	11			
12		12	13	14	15	16	17	18			
13		19	20	21	22	23	24	25			
14		26	27	28	29	30					
	Dec										
14							1	2			
15		3	4	5	6	7	8	9			
16		10	11	12	13	14	15	16			
17		17	18	19	20 [#]	21 [#]	22 [#]	23 [#]		20-23 & 27-30 Dec	Institute Holidays
18		24	25'	26'	27 [#]	28 [#]	29 [#]	30 [#]		25-26 Dec	General Holidays (Christmas Day & the first weekday after Christmas Day)
19		31									
	2024									2024	
	Jan										
19			1'	2	3	4	5	6		1 Jan	General Holiday (The first day of January)
20		7	8	9 [@]	10	11	12	13		2-8 Jan	DFS Semester 1 Exam Period (Full-time & Part-time)
21		14	15	16	17	18	19	20		9 Jan	DFS Semester 2 Commencement (Full-time & Part-time)
22		21	22	23	24	25	26	27			
23		28	29	30	31						
	Feb										
23						1	2	3		9 Feb	Institute Holiday
24		4	5	6	7	8	9 [#]	10'		10 & 12-13 Feb	General Holidays (Lunar New Year's Day, the third day and fourth day of Lunar New Year)
25		11	12'	13'	14 [#]	15	16	17			
26		18	19	20	21	22	23	24		14 Feb	Institute Holiday
27		25	26	27	28	29					
	Mar										
27							1	2			
28		3	4	5	6	7	8	9			
29		10	11	12	13	14	15	16			
30		17	18	19	20	21	22	23			
31		24	25	26	27	28	29'	30'		29-30 Mar	General Holiday (Good Friday & the day following Good Friday)
32		31									

Week	Month	Day							Remark			
		S	M	T	W	T	F	S				
32	Apr		1'	2#	3#	4'	5	6	1 Apr	General Holiday (Easter Monday)		
33		7	8	9	10	11	12	13	2-3 Apr		Institute Holidays	
34		14	15	16	17	18	19	20	4 Apr			
35		21	22	23	24	25	26	27	24-30 Apr			DFS Semester 2 Exam Period (Full-time & Part-time)
36		28	29	30								
36		May				1'	2@	3	4			1 May
37	5		6	7	8	9	10	11	2 May	DFS Semester 3 Commencement (Full-time & Part-time)		
38	12		13	14	15'	16	17	18				
39	19		20	21	22	23	24	25	15 May	General Holiday (The Birthday of the Buddha)		
40	26		27	28	29	30	31					
40	Jun							1				
41		2	3	4	5	6	7	8				
42		9	10'	11	12	13	14	15	10 Jun	General Holiday (Tuen Ng Festival)		
43		16	17	18	19	20	21	22	13-18 Jun	DFS Semester 3 Exam Period (Full-time)		
44		23	24	25	26	27	28	29				
45	30											
45	July		1'	2	3	4	5	6	1 Jul	General Holiday (HKSAR Establishment Day)		
46		7	8	9	10	11	12	13				
47		14	15	16	17	18	19	20				
48		21	22	23	24	25	26	27	2 May-31 Jul	DFS Semester 3 Teaching Weeks including Exam Period (Part-time)		
49		28	29	30	31							
49	Aug					1	2	3				
50		4	5	6	7	8	9	10				
51		11	12	13	14	15	16	17				
52		18	19	20	21	22	23	24				
53		25	26	27	28	29	30	31				
1	Sep	1	2	3	4	5	6	7	2 Sep	AY 2024/25 Semester 1 Commencement (Tentative)		
2		8	9	10	11	12	13	14				
3		15	16	17	18	19	20	21				
4		22	23	24	25	26	27	28				
5		29	30									

- █ : DFS Semester Commencement (Full-time)
- @ : DFS Semester Commencement (Part-time)
- : DFS Exam Period (Full-time)
- : DFS Exam Period (Part-time)

- : Graduation Ceremony
- (25)' : General Holiday
- (20)# : Institute Holiday
- 29 : No Evening Classes

IVE / HKDI / YC Open Days – to be fixed
IVE / HKDI / YC Athletic Meet – to be fixed
IVE / HKDI / YC Aquatic Meet – to be fixed

3. General Information and Regulations

3.1 Campus Opening Hours

IVE (Chai Wan) normally opens:

Monday to Friday	8:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 12:00 noon
Sunday and Public Holiday	Closed

3.2 Campus Operations during Adverse Weather Conditions

3.2.1 Typhoons / “Extreme Conditions”

When typhoons (also refer to tropical cyclones) / “Extreme Conditions” affect Hong Kong, the following arrangements will apply:

Typhoon Signal / “Extreme Conditions”	Action to be taken by IVE / HKDI / YC Campuses
No. 1	To operate as normal
No. 3	To operate as normal
Pre-No. 8 Special Announcement ¹ / Typhoon Signal No. 8 or above / “Extreme Conditions” Announcement ²	
(a) In force or issued at 6:15 a.m. or before 11:00 a.m.	Morning Session (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.
(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.
(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.
(d) Issued when classes or examinations* are in session	All classes or examinations* will be immediately suspended for the session.
(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to No. 3 or below or lowering all signals or cancellation of “Extreme Conditions”, at any time	All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

* Examinations refer to internal examinations of IVE / HKDI / YC.

¹ Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No. 8 Special Announcement”) within 2 hours of the hoisting of the Typhoon Signal No. 8.

3.2.2 Rainstorms

When rainstorm signal is issued, the following arrangements will apply:

Rainstorm Warning Signal	Action to be taken by IVE / HKDI / YC Campuses
AMBER	To operate as normal
RED / BLACK (a) In force or issued at 6:15 a.m. or before 11:00 a.m.	Morning Session (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.
(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.
(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.
(d) Issued when classes or examinations* are in session	All classes or examinations* should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. <i>Remarks:</i> <i>If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes and examinations* conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i>
(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to AMBER signal or lowering of all signals at any time	All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

* Examinations refer to internal examinations of IVE / HKDI / YC.

3.2.3 For classes or examinations with duration that run across 2 sessions (e.g. from 12:30 p.m. to 2:30 p.m. or from 5:30 p.m. to 7:30 p.m.), the class / examination suspension arrangement will be based on the session that the starting time of the class / examination falls into.

- 3.2.4 Students are requested to follow the arrangements set out above in times of typhoons, “Extreme Conditions” and rainstorms. **No public announcement will be made on TV / Radio by VTC.**
- 3.2.5 Please note that **announcements made by the Education Bureau do not apply to IVE / HKDI / YC.**
- 3.2.6 In the event that an examination is cancelled as a result of inclement weather, the examination will be re-scheduled, normally on another day within the examination period of the related semester as shown in the “Academic Terms and Key Dates”. In this regard, **students are strongly advised to make themselves available for the whole examination period, not just those examination days published in the examination timetables.** The timetable for all remaining examinations will not be affected.
- 3.2.7 When classes / examinations are resumed following the lowering of typhoon signals / rainstorm warnings or cancellation of “Extreme Conditions”, **students (or their parents) may exercise discretion** in deciding whether or not they (the students) will return to the campus after taking into consideration the local weather, road, slope, traffic or transport conditions at that time. Students, in particular those living in remote areas, will not be penalised for being late under these circumstances.

3.3 Student Card

- 3.3.1 Student cards are issued to new students normally during class commencement week, subject to their completion of the admission registration procedure before the specified date. The card, which is non-transferable, is a student’s personal identification document and should be carried at all times to gain access to campus premises / facilities (e.g. libraries, swimming pools) and for taking class attendance.
- 3.3.2 The Student Card is the property of the Campus. Misuse or falsification of the card will render the student liable to disciplinary action. Students should return their student cards to the Campus Secretariat upon cessation of their study in the programme (e.g. graduation / withdrawal / termination of study).

3.3.3 If a student card is lost or damaged, the student should report the case to the Campus Secretariat as early as possible and apply for a replacement card for which a fee will be charged. The student should also report the loss to the Library for updating his / her borrower's record. In case a lost student card is later found, the student should return it immediately to the Campus Secretariat for cancellation.

3.4 Safety Precautions and Insurance Coverage for Institute Activities

3.4.1 The Institute (IVE / HKDI / YC) attaches great importance to students' personal safety, especially during institute activities and outside visits. VTC provides insurance coverage for students while they are participating in activities organised by the Institute. The coverage also includes activities such as industrial attachment, life skills training camps, visits or study tours, sport competitions, etc. that held locally, in the Mainland or overseas.

3.4.2 While staff members in charge of these activities will take every measure to ensure students' safety, students still have a responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (1) inform their family members before the site visits and activities that take place outside the campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff-in-charge of the activity (as well as the Campus Secretariat where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expenses should the students or their families consider there is need to do so.

3.4.3 Students must observe campus / departmental regulations regarding safety. They should wear protective clothing and gear as advised, and not to operate equipment unless they have been given permission. They should report immediately any accidents arising from study or activities in the campus to the staff member on duty. The Institute will not accept responsibility for accidents arising from students' failure to observe these and other safety instructions.

3.5 Actions in Case of Fire Alarm

- 3.5.1 On hearing the fire alarm, all students should stop immediately what they are doing. They should follow the Fire Escape Procedures and / or the instructions issued by the teaching / campus staff, evacuate from the campus building and gather at the appropriate assembly point to await further instructions.
- 3.5.2 While the fire alarm is ringing, students should not use the lifts or enter the campus building.
- 3.5.3 Fire drills may be conducted at suitable intervals for students and staff to practise the evacuation of campus building for a fire or other emergency.

3.6 Lockers and Personal Property

- 3.6.1 Each campus has installed a number of lockers, for which full-time students may apply for use. Students should observe closely the regulations on use of the lockers and should not place any cash, valuable, dangerous or perishable items in the lockers. Any items stored in an unauthorised locker or after the permitted period of use would be disposed of immediately without further notice.
- 3.6.2 Students who have been found violating the regulations related to the use of lockers may render their future applications of locker not being considered.
- 3.6.3 Students are strongly advised not to leave their personal belongings unattended in campus areas as the Campus will not be responsible for their damage or loss.

3.7 Carparking

- 3.7.1 Parking spaces are not generally available to students. However, the Principal may, at his / her discretion, issue car parking permits to students with disability.

3.8 Use and Access to Personal Data

3.8.1 The personal data that students provided at the time of application and registration of study in the Institute will be used for one or more of the following purposes:

- (1) setting up individual student records;
- (2) analysis of the profile of students enrolled on a programme;
- (3) for all purposes relating to the students' study, scholarships / bursaries processing arrangement, counselling and support services in accordance with the procedures of VTC institutions;
- (4) promoting VTC and its scholarships (applicable to awardees only); and
- (5) updating the graduate records and maintaining communication after graduation related to alumni affairs, including delivery of information of VTC institutions about events, life-long learning programmes, benefits, solicitation of donations, promotion and merchant offers of VTC Graduate VISA Card, and other alumni-affairs-related services and activities.

3.8.2 Students' personal data held by VTC / Institute will be treated confidentially. However under the following circumstances, VTC / Institute may provide information to:

- (1) the employers of part-time students on the understanding that the students are directly and / or financially sponsored by the employers in taking up the study at VTC, in which case, attendance log of the part-time students will be sent to the employers concerned on a regular basis and copies of Transcript of Study will also be sent to the employers at the end of each semester;
- (2) local or overseas institutions / corporations where the students have submitted applications for admission or appointment and which are authorised to obtain their academic results from VTC;
- (3) assessment / professional organisations for applying / processing assessment / professional recognition / certification relevant to the students' programmes of study;
- (4) parents / guardians of students who are aged below 18, on special cases, such as withdrawal from study, prolonged absence from class, issue of warning letters, suspension of study, etc.;

- (5) donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries; and
- (6) Office of the Director of Apprenticeship for all purposes related to training, registration and certification of Registered Apprentices under the Apprenticeship Ordinance.

3.8.3 Under the Personal Data (Privacy) Ordinance, students have the right:

- (1) to check whether VTC holds their personal data and request for a copy of such data; and
- (2) to apply for correction of their personal data which are inaccurate.

3.8.4 Applications for data access and / or correction should be made to the Campus Secretariat. Requests for correction of data should also be accompanied by supporting documentation. A handling fee will be charged for the processing of any data access request.

3.9 Change of Personal Particulars

3.9.1 It is the responsibility of students to inform the campus of any change of their personal particulars, including address and phone number. The campus will bear no responsibility for undelivered mail / message due to students' failure to update their records.

3.9.2 For amendment to name, HKID Number or information on HKID / passport, date of birth, etc., students have to apply **in person** at the Campus Secretariat and to present the original of the supporting documents for verification. If replacement of student card is necessary, a handling fee will be charged.

3.10 Intellectual Property

3.10.1 "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

3.10.2 In the course of study, students will make use of the equipment, facilities, or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) of the Intellectual Property materials created solely or jointly with other persons during his or her course of study. Such right to use will include, for example, to showcase the award-winning works of the students for publicity or display purpose. VTC will acknowledge the materials as the student's Intellectual Property. A student must observe the rules and regulations pertaining to VTC's Intellectual Property Policy in order to benefit from the continued enrolment and completion of his / her studies.

3.10.3 Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct. Please refer to **Appendix I** for details of the Intellectual Property Policy for Students.

3.11 Guiding Notes on Using or Copying of Copyright Works

3.11.1 In general, copyright is the right given to the owner of an original work (e.g. a piece of writing and software programme), whose creativity has to be protected. Students will be held personally responsible for any breach of the copyright law in using / copying copyright works, or using unlicensed computing software for private study. Copying does not only include photocopying but also includes scanning and storing information in hard disc or other electronic or optical media (e.g. uploading to servers). Transmission of materials by fax is also considered as copying. Students are advised to get a basic understanding of Copyright in Hong Kong by referring to the website of the Intellectual Property Department of the HKSAR (www.ipd.gov.hk).

3.11.2 Students should respect Intellectual Property. They should purchase textbooks and reference materials that are required for their study instead of copying it.

3.11.3 Notes and programme materials provided to students by teachers or Departments are works protected by copyright and shall be used by students only for private study.

3.11.4 Students are not permitted to copy any textbooks, notes and programme materials either in printed or electronic format or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.

3.11.5 Students should pay attention to notices on copyright posted in the campus, and should not make unauthorised copies of any copyright materials.

3.12 Environmental Policy

3.12.1 To create a pleasant working and learning environment for vocational and professional education and training, VTC endeavours to:

- build a green and sustainable campus environment;
- comply with all applicable environmental legislations, standards and regulations;
- reduce waste and consumption of resources (such as electricity, water and paper);
- raise environmental awareness among staff and students;
- provide environmental education and training;
- adopt environmental design, materials and technologies in the Council's campuses and buildings where feasible;
- reduce and control environmental pollution arising from the Council's activities and to require our contractors to adopt and implement environmental measures;
- implement decarbonisation strategies towards the goal of carbon neutrality; and
- work towards the achievement of sustainable development.

3.12.2 Students are expected to follow the campus' guidelines and advices to help implement the environmental policy.

3.13 Conservation of Resources

3.13.1 Resource conservation is essential in environmental protection and the campus makes every effort to save resources like electricity, water, paper and so on. Students should help conserve resources by observing the following:

- (1) close the doors immediately on entering or leaving air-conditioned rooms, such as classroom, seminar room, lecture theatre, workshop and office, etc.;
- (2) keep all windows closed while the air-conditioning is on;
- (3) switch off lights, air-conditioners, computers and peripherals which are not necessary or when leaving a room;
- (4) use stairs instead of lift whenever possible;
- (5) save water;
- (6) adopt double-sided printing / writing and use recycled paper more;
- (7) put recyclable wastes, e.g. waste paper, plastic, aluminium cans, used toners, used rechargeable batteries, etc. into designated collection bins for recycling purpose; and
- (8) bring your own bottle of water and reduce consuming packaged / bottled drinks.

3.14 Non-Smoking Campus

3.14.1 Under the Smoking (Public Health) Ordinance (Cap.371), all campuses and VTC sites (indoor and outdoor areas) are designated as non-smoking areas. No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a maximum fine of HK\$5,000 under the Ordinance.

3.14.2 A smoker will be asked to extinguish the lighted cigarette / cigar / pipe or to leave the campus. If the smoker refuses to co-operate, he / she will be asked to provide proof of identity, e.g. student card, and the information will be passed to the Head of the Department concerned or the Campus Secretariat for appropriate action.

4. Fees and Charges

4.1 Tuition Fees

4.1.1 Full-time Higher Diploma (HD) Programmes

Tuition fees for Full-time 2-year HD programmes are charged on annual fee basis payable in 2 equal instalments. The tuition fee payment schedule is summarised as below:

AY 2023/24	Tuition Fee Payment Due Date
1 st Instalment	18 August 2023 <i>(for continuing students)</i>
2 nd Instalment	2 January 2024

4.1.2 Additional tuition fees will be charged on credit basis for re-study of failed modules (including taking another module to make good the failed module) or for taking modules that are more than the award requirement of the programme enrolled (e.g. taking 2 Elective modules while the enrolled programme requires a pass in 1 Elective module). The fee rate per credit for AY2023/24 is \$190 and \$360 respectively for subvented and self-financed HD programmes.

4.1.3 The HD programmes under the 334 academic system are designed with enriched contents and a more flexible curriculum structure. Students of full-time HD programmes will have the flexibility to pace their own study and complete the programme within the Maximum Registration Period of 5 years. Students who choose to study beyond 2 academic years **in the same programme** (not due to re-study of failed module) and have paid 4 instalments of tuition fee, will be charged an extension study fee to cover the costs for academic support services provided during the extended period. The fee rate for this extended period of study in AY2023/24 is \$2,500 and \$4,000 per semester for subvented and self-financed HD programmes respectively.

4.1.4 Full-time Diploma of Foundation Studies (DFS) Programme

Tuition fees for 1-year full-time DFS programme are charged on annual fee basis payable in 2 equal instalments. The payment schedule is as follows:

AY 2023/24	Tuition Fee Payment Due Date
1 st Instalment	18 August 2023 <i>(for continuing students)</i>
2 nd Instalment	27 December 2023

Additional fees will be charged (on credit basis) for re-study of failed modules (including taking another module to make good the failed module) or for taking module which is more than the award requirement of the DFS stream enrolled. The fee rate per credit in AY2023/24 is \$115. Separate fee will be charged for taking the optional module “Foundation Mathematics III”. The fee rate for this optional module in AY2023/24 is \$2,880.

4.1.5 Full-time DFS students who study beyond the first year not due to restudy of failed modules and have paid the 2 instalments of tuition fee will be charged an extension fee to cover the costs for academic support services. The extension fee is \$1,700 per semester.

4.1.6 Part-time HD and DFS Programmes

Except for students who enroll on the programmes under the Attendance Order issued by the Director of Apprenticeship or under the “Earn & Learn Scheme” or otherwise specified at the time of admission, tuition fee of part-time day or part-time evening HD and DFS programmes are charged according to the number of credits the student takes in each semester.

4.1.7 Pursuant to VTC’s policy to promote and support apprenticeship scheme, tuition fees for students enrolled on part-time programmes under an Attendance Order (for **R**egistered **A**pprentices) or under the “Earn & Learn Scheme” are charged on an annual fee basis payable in 3 instalments. This basic fee covers modules required under relevant programmes. Additional fees will be charged for restudy of failed modules (including taking another module to make good the failed module) and for taking modules above the award requirement. Students who continue the part-time study after expiry / cessation of their Apprenticeship contract / relevant Attendance Order or after exit from the “Earn & Learn Scheme” will be charged the same tuition fee as other non-RA students starting from the immediate following semester.

4.1.8 Payment schedule for AY2023/24 is as follows:-

AY 2023/24	Tuition Fee Payment Due Date	
	Part-time HD	Part-time DFS
1 st Instalment / Semester 1	18 August 2023 <i>(for continuing students)</i>	
2 nd Instalment / Semester 2	29 December 2023	27 December 2023
3 rd Instalment / Semester 3	29 April 2024	18 April 2024

4.1.9 Payment Advice

Students should visit **MyPortal** (myportal.vtc.edu.hk) to download Tuition Fee Payment Advice which will be available about 2 weeks before the respective payment due dates.

4.1.10 Payment Methods

Payment of tuition fees (including other related charges listed on the Payment Advice) should be made either through FPS, ATM, PPS, e-Banking 'Bill Payment' Services or by cheque / cash at the Bank of East Asia. Details of the payment methods are listed on the back page of a Payment Advice.

4.2 **Other Charges**

4.2.1 In addition to tuition fees, students are required to pay other charges that are related to their registration, study or graduation. A fee will also be charged for various services provided to students. A list of these charges for AY2023/24 is given in **Appendix II**. Students are advised to contact their Campus Secretariat direct on matters related to the payment of fees and other charges.

4.3 **Non-payment of Fees or Charges**

4.3.1 Students should pay the tuition fees and other charges, if any, before the due date specified on the Payment Advice, even if they are still awaiting the result of any application for financial assistance such as a grant or loan or fee remission. If they have genuine financial difficulties, they should approach the Student Development Office / Campus Secretariat for assistance well before the payment due dates. Application for permission to defer payment would be considered on a case-by-case basis with justifications and documentary proofs, e.g. students have secured approval for their application of government financial assistance scheme(s) but are waiting for the release of grant / loan, etc.

4.3.2 Students who have been granted approval for deferment of payment are liable to settle in full the tuition fee of the related instalment / semester, even if they subsequently withdraw or are de-registered from the programme (irrespective of whether they have attended class or not). All deferred payments will become immediately due if the students fail to settle the outstanding fees by the extended due date.

- 4.3.3 Students who fail to settle in full the tuition fee (including composite fee such as Study Package fee, Students' Union annual fee collected by the Institute on behalf of the Students' Union, etc., if applicable) after the payment due date will normally be de-registered and prohibited from using the campus facilities and services, unless special approval from Principal for deferred payment has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee. Students who discontinue their study after commencement of an academic year, whether due to termination or withdrawal of studies, are still required to pay in full the tuition fee of the related instalment / semester.
- 4.3.4 Tuition fee for restudy of failed modules, and for taking optional / additional Elective or Enrichment modules, are not covered under the instalment-based programme fee. Students enrolling in these modules will be charged additional fees. Failing to settle in full the required amount of fees before the specified due date will result in de-registration from ALL those modules covered under the related Payment Advice, unless with prior approval from Principal for deferred payment. To reinstate the registration status for any of these modules, the student is required to pay a reinstatement fee in addition to the outstanding amount of related fees.
- 4.3.5 Students should note that all their study transcripts, award certificates and related certification will be withheld if they have any outstanding fee under the current studying or previous studied programmes (including but not limited to tuition fees, other charges, library fines, cost of repair / replacement of damaged / lost equipment / books) owed to the Institute or VTC.
- 4.3.6 Students who have withdrawn or are de-registered from their study with an outstanding fee are still required to clear the outstanding debts in respect of their previous study when they are re-admitted to another or the same VTC programme in future, even if the outstanding fees are revealed after class commencement.
- 4.3.7 The Institute reserves the right to take other actions, including legal proceedings, against a student if deemed necessary to recover the unpaid fees.

5. Financial Assistance

5.1 Students with financial hardship may apply for financial assistance offered by the Government's Student Finance Office (SFO), or the Tuition Fee Remission Scheme administered by VTC. A summary of these schemes applicable to different types of programme is given in the table below:

Financial Assistance Types of Programme		Government's Student Finance Office					VTC	
		Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)	Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)	Extended Non-means-tested Loan Scheme (ENLS)	Financial Assistance Scheme for Post-secondary Students (FASP)	Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	Continuing Education Fund (CEF) [#]	Tuition Fee Remission and Flat Rate Grant for Academic Expenses (FR&FRG) [^]
Full-time	Subvented Higher Diploma	✓	✓	X	X	X	X	X
	Self-financed Higher Diploma	X	X	X	✓	✓	for some programmes/modules	@
	Diploma of Foundation Studies	X	X	✓	X	X	X	✓
Part-time Evening	Higher Diploma	X	X	✓	X	X	for some programmes/modules	X
	Diploma of Foundation Studies	X	X	✓	X	X	X	X

Notes : ✓ Students of the programmes concerned are eligible to apply, subject to specific eligibility requirement of individual schemes.

X Students of the programmes concerned are not eligible to apply.

For the purpose of claiming reimbursement under the Continuing Education Fund, students are required to satisfy the minimum attendance requirement **for each module** and pass **each module** at grade/mark specified by the CEF.

@ Students can apply for Tuition Fee Remission administered by VTC if they are not offered any grant under FASP, or if they are aged above 30 (Note: HD students are not eligible for the Flat Rate Grant for Academic Expenses).

^ Tuition Fee Remission Scheme is not applicable to restudy of failed module(s).

5.2 Details of the Government Financial Assistance Schemes under SFO are available at the SFO website (www.wfsfaa.gov.hk/sfo/en/index.htm). Depending on individual needs and the family's financial circumstances, students may apply for the means-tested schemes (i.e. TSFS / FASP) which offer financial assistance in the form of a grant / loan to cover tuition fees, academic expenses and living expenses, and / or the non-means-tested loan schemes (i.e. NLSFT / NLSPS / ENLS) which cover tuition fees.

- 5.3 For details of student financial assistance applications or in case of urgent financial hardship, students can approach the Student Development Office / Campus Secretariat for assistance.

6. Scholarships and Awards

- 6.1 With the generous donations and support from industries, professional bodies, individuals and the Government of HKSAR, VTC offers students a number of scholarships and awards to recognise their outstanding achievements and encourage their all-round development. Scholarships and awards signify the outstanding quality and achievements of students and are widely recognised by employers and academic institutions. Students are therefore encouraged to strive for both academic and non-academic achievements. Invitation of applications for the majority of scholarships will be posted up on **MyPortal**. For the other scholarships which are awarded based on the donor's designated purposes, recipients will be nominated by their respective teaching departments.

7. Pursuing a Programme

7.1 Enrolment in Programmes

7.1.1 New students enrolled in a programme have to complete the stipulated registration procedures and pay the required amount of tuition fee and other applicable charges before the specified deadline. A student may not be simultaneously enrolled in more than one full-time programme leading to a qualification in VTC without the prior approval of the Programme Board Chairperson(s) of the programmes concerned. Should there be simultaneous enrolment in more than one full-time programme without prior approval, student will be asked to retain only one programme and to withdraw from all other programme(s). Under such circumstances, all fees paid are not refundable.

7.1.2 Classes will be conducted in different modes, including face-to-face teaching, online teaching and learning, practical training as deemed appropriate. Students may be required to attend classes at other VTC campuses. VTC reserves the right to cancel any programme, revise programme title, content or change the offering Institute(s) / campus(es) / class venue(s) if circumstances so warrant.

7.1.3 Registration fees / tuition fees paid are normally not refundable, with exception of the following situations:

- (1) If the programme is cancelled, student can obtain full refund of registration fees and (if applicable) 1st instalment of tuition fees paid;
- (2) If the newly enrolled student has accepted an offer from JUPAS for (a) a full-time UGC-funded undergraduate programme (programmes offered by HKMU and HKAPA are not UGC-funded), or (b) an undergraduate programme subsidised under SSSDP, he / she can obtain full refund of registration fees and (if applicable) 1st instalment of tuition fees paid, with the deduction of an administrative fee of HK\$500. Applications for refund in this situation must be submitted before the specified deadline (please refer to 'Notes on Acceptance of Offer and Registration'). Late applications will not be entertained; OR
- (3) Under the circumstances mentioned in **paragraph 7.13.1**.

7.2 Module Selection and Study Load

7.2.1 Before the commencement of each semester, students will be assigned / allowed to choose the modules for study in a semester subject to availability of places, fulfillment of the requirements of the pre-requisite / co-requisite / anti-requisite (if any) of the modules concerned, and the maximum study load as specified below.

Programme	Maximum / Range of study load in each semester
Full-time HD	Not more than 90 Credits
Part-time HD	Not more than 80 Credits
Full-time DFS	♦ Between 50 and 100 Credits for Semesters 1 and 2 ♦ Not more than 50 Credits for Semester 3
Part-time DFS	Not more than 60 Credits

7.2.2 Approval from the relevant Academic Director (for HD) or Chairperson of the Diploma of Foundation Studies Programme Board (for DFS) is required if the above study load limit is exceeded. For HD programmes, if a student gets a Cumulative Grade Point Average of 3.3 or higher, the limit may be exceeded.

7.2.3 There is no limit on the number of attempts for a student to repeat a failed Module within the Maximum Registration Period. However, a student is not allowed to re-study a module which he / she has already passed.

7.2.4 Students should note that the modules of a programme are normally offered once in an academic year. Students who fail a module will therefore have the chance to re-study normally in its next offer (i.e. next academic year). Nevertheless, if there are sufficient students and subject to availability of teaching staff and venue, additional offers of the module(s) may be arranged. These additional offers of module will normally be delivered in only one or a few campuses, or in the evenings / Saturday afternoons during term time or summer break. Students are reminded that their enrolment to re-study failed modules is subject to availability of places, no clash in timetable and the stipulated study load not being exceeded. Additional fees (on credit basis) will be charged for re-study of failed modules.

7.3 Credit Transfer and Module Exemption

- 7.3.1 Students may apply for credit transfer and / or exemption for modules that they will be taking in each semester. An administrative fee will be charged.
- 7.3.2 Credit transfer is normally based on formal academic achievements obtained within and / or outside VTC on an individual module basis, on the condition that the module concerned is identical in terms of the number of Qualifications Framework (QF) credits, intended learning outcomes, QF level and assessment standards. Upon approval, the student will earn credits of the corresponding modules thereby contributing towards the awards of the programme.
- 7.3.3 Individual module exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes. Where required, assessments on the attainment may be conducted. A student may also be granted, on other justifiable grounds such as disabilities, exemption from studying a module. When permission of module exemption is granted, the student will not earn credits from the module concerned and the credit requirements for the programme / stream for the student concerned will also be adjusted accordingly. The exemption granted shall be reflected in the student's Transcript of Study.
- 7.3.4 For HD programmes, a student may not normally be allowed credit transfer and / or module exemption for more than 50% of the total number of credits of the programme, while module exemption granted on other justifiable grounds should normally not constitute more than 25% of the total number of credits of the programme concerned.
- 7.3.5 For DFS programme, a student is not allowed to meet the credit requirements of the programme / stream through 100% credit transfer. The student is also not allowed module exemption for more than 50% of the total remaining number of the credits of the programme / stream after credit transfer, while module exemption granted on other justifiable grounds should normally not constitute more than 25% of the total remaining number of credits of the programme / stream after credit transfer.

- 7.3.6 Application for credit transfer and / or exemption for modules that the students are going to take in the next academic year / semester should normally be submitted by the deadline as advised by the Department / Centre / Office concerned or by the end of Week 2 since commencement of classes at the latest.
- 7.3.7 The process for credit transfer and / or exemption (including application, evidence checking, assessment, and decision) for modules that the students are going to take in an academic year / a semester will normally be completed by the end of Week 5 since commencement of classes at the latest.
- 7.3.8 Applicants for credit transfer and / or module exemption are required to attend all classes of the module(s) concerned and fulfill all module requirements (such as continuous assessment) until they receive the approval decision on their application.

7.4 Transfer of Study

- 7.4.1 A student is not permitted to transfer from one programme / campus / mode of study to another, without the approval of Programme Board Chairperson of the receiving programme or his / her delegate. For DFS programme, transfer from one stream to another stream is regarded as transfer.
- 7.4.2 Application for transfer should be submitted to the Campus Secretariat of the receiving Campus well before commencement of an academic year / semester. Approval of transfer will be subject to the availability of study places in the programme concerned and the academic standard / performance of the applicant. A fee will be charged for processing an application.
- 7.4.3 Upon transfer, a student's Grades / Marks of relevant completed modules will be transferred to the receiving programme for the purpose of calculating the Cumulative Grade Point Average (for HD) or Cumulative Module Average (for DFS). The time already devoted to the old programme is counted towards the Maximum Registration Period allowed for the new programme.

7.5 Assessment for a Module

7.5.1 A student's overall performance in a programme is derived from the assessment results of modules specified under the curriculum of the programme.

7.5.2 For **HD programmes**, a student's performance in a module (except modules assessed on a Pass/Fail basis) is expressed in Grades with each Grade assigned a Grade Point for the purpose of measuring the student's performance in the modules taken. The Grade Points will be used to compute the relevant Grade Point Average (GPA). Assessment for an HD module includes Continuous Assessment and End-of-Module Assessment. Both categories can be in the form of report, assignments, tests, laboratory work, projects, examinations, etc. **A student has to pass the End-of-Module Assessment to pass the module concerned.** Individual modules may have additional requirement(s) on the Continuous Assessment components for passing the module concerned. The minimum passing mark and grade for a module of HD programmes are 40% and Grade D respectively.

7.5.3 For **DFS programme**, a student's performance in a module (except modules assessed on Pass/Fail basis) is expressed in Marks. The forms of assessment for a module may include Continuous Assessment such as assignments, tests, laboratory work and others; and Examinations. A student has to obtain the minimum pass mark and grade for a module which is 40% and Grade P respectively in order to pass a module.

7.5.4 For modules which are assessed on a Pass / Fail basis, a 3-tier grading scheme, i.e. Fails (F), Pass (P) and Pass with Merit (M) may be used to reflect the student's performance in the module.

7.6 Reassessment

7.6.1 **There is no reassessment on a module basis.** Students who fail a module will be required to re-take the module concerned (or to take a comparable module if the original module is being phased out) or to take another elective module, if the failed module is not a core module of the programme.

- 7.6.2 Normally, **there is no reassessment for individual assessments within a module.** Notwithstanding this, under rare circumstances, reassessment for individual assessments within a module may be considered and granted due to mitigating factors beyond a student's control.
- 7.6.3 Application for granting of reassessment on grounds of mitigating factors (e.g. on medical ground) must be accompanied by documentary evidence (e.g. valid medical certificate issued from a registered doctor (註冊西醫) or Chinese medical practitioner (註冊中醫)) and submitted by the student to the Department normally no later than 3 working days after the day when the assessment is held. Medical certificates issued by listed Chinese medical practitioners (表列中醫), medical appointment notices and medical appointment attendance slips are normally not accepted. The Institute has the discretion to determine whether evidence presented by the student constitutes a valid reason for granting reassessment. For students who are granted reassessment for individual assessments based on mitigating factors beyond the students' control, the actual mark obtained in the reassessment of the component concerned will be used in the calculation of the Module Mark / Grade. Irrespective of the result of the application, an administrative fee may be charged for reassessment.
- 7.6.4 For DFS programme, subject to the discretion of the DFS Programme Board, reassessment for individual assessments within a module may be allowed provided that the students can fulfill the criteria (e.g. meeting certain attendance and / or performance requirements) laid down by the DFS Programme Board. The actual mark that a student gets in this type of reassessment, subject to a maximum of 40% or Grade P, will be used for computing the student's overall result in the module.
- 7.6.5 Under any circumstances, there will not be a second reassessment for individual assessments.

7.7 Attendance Requirement

7.7.1 Students should **attend punctually ALL** scheduled lessons and activities of their programmes and there are specific minimum attendance requirements for DFS programme and full-time HD students, which are summarised below:-

Programme	Minimum Attendance Requirement for Individual Module
Full-time HD	70% of the maximum possible attendance
Full-time DFS	80% of the maximum possible attendance
Part-time DFS	70% of the maximum possible attendance

where maximum possible attendance includes normal class attendance only.

7.7.2 Attendance requirements may also be set on part-time HD programmes by respective Discipline Academic Committees, and these may vary from module to module.

7.7.3 For modules which have a minimum attendance requirement, students will not be allowed to undergo the End-of-Module Assessment / final examination nor be awarded a Module Mark / Grade if they fail to meet the minimum attendance requirement of the module concerned, unless with special approval on low attendance granted by the Principal.

7.7.4 Student should note that the minimum attendance requirement has already provided allowance for occasional absence / lateness due to medical, personal or emergency reasons. In this regard and as a general principle, other than cases of sick leave for 7 or more consecutive calendar days, a student's application for "Low Attendance Approval" on grounds of short-term sickness will not normally be considered.

7.7.5 A student who failed to meet the minimum attendance requirement of a module due to prolonged sick leave may submit an application for "Low Attendance Approval". The application, together with all relevant supporting documents, should reach the student's Class / Personal / Year Tutor or Head of Department within 3 working days (excluding Saturday) after the last lesson of the module(s) concerned. Late application will normally not be considered.

7.8 Examinations and Viewing Marked Examination Answer Scripts

- 7.8.1 Examination periods of each semester are published in the Academic Terms and Key Dates. The examination schedule will be announced at least one month before the examination period. Students must make themselves available for the whole examination period, not just those examination days published in the examination timetables as examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.
- 7.8.2 Students must observe the Examination Regulations as given in **Appendix III**. Online assessments, if any, will follow the same regulations where applicable.
- 7.8.3 Students who wish to view their own marked examination answer scripts (confined to end-of-unit / module / programme examination or end-of-module assessments of language modules with written components / assessments) should submit an application (in a prescribed form) to the teaching Department within 3 working days from the date of announcement of the assessment results. An administrative fee will be charged. No late application will be accepted.
- 7.8.4 Students who wish to appeal against their assessment results, which is not the same as request for viewing marked examination answer scripts, should follow the prevailing academic appeal procedure as described in **Section 7.11**.

7.9 Assessed Materials

- 7.9.1 External Examiners are appointed to provide an external and impartial check on the quality and academic standards of IVE / HKDI / YC programmes. The External Examiner has the right to examine any assessed material including examination scripts, project reports and other course work of all students in the programme.
- 7.9.2 Students are encouraged to keep in good condition all their assessed materials so that the materials can be presented for scrutiny by the External Examiner when required. Failure to provide such material when required may affect the final assessment of the student concerned.

7.9.3 The Institute makes every effort to assure that the assessment tasks of its programmes are designed, conducted and marked in a fair and consistent manner. There has been an established mechanism where Module Marker, Module Leader, Module Coordinator, Programme Leader and External Examiner will take up different roles and responsibilities to assure the accuracy and consistency of marking in assessment. All assessment results are determined by the Boards of Examiners after careful scrutiny and deliberation with the External Examiners, and with the ratification of the Discipline Academic Committees or Foundation Studies Board on special cases and award list.

7.10 Cheating and Irregularities Relating to Electronic / Communication Devices During Assessment

7.10.1 A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. **Appendix IV** gives examples / circumstances that would be considered as cheating.

7.10.2 For established cheating cases, one or more of the following penalties will be imposed on the student depending on the nature and seriousness of the offence:

- (1) Failing the module / assessment concerned (i.e. awarded ZERO mark);
- (2) Failing the module / assessment concerned, **plus** other forms of penalty including:
 - (a) Failing all the modules / assessments for the semester;
 - (b) Suspension from studies for a specified period;
 - (c) Immediate expulsion; and
 - (d) Debarred from re-admission to any award-bearing programme of the VTC member institution concerned for a period of 2 years.

7.10.3 In exceptional circumstances with genuine mitigating factors, the VTC Student Disciplinary Committee might consider other forms of penalty to be imposed on the students.

7.10.4 Students are strongly advised not to bring mobile phones or electronic / communication devices (e.g. PDA, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, etc.) when attending an assessment. If a mobile phone or an electronic / communication device is found in the pocket / on the body of a student during examination / test / assessment, the student will be disqualified for that assessment. If the mobile phone or electronic / communication device placed under the chair is found switched on or sounded during the examination / test / assessment, the student may receive mark penalties.

7.11 Appeals

7.11.1 A student may lodge a written appeal against his / her assessment results arising from the decision of a Board of Examiners, and / or the rulings of a student disciplinary committee on an allegation of cheating or on behavioural problems. The appeal should reach the Department / Campus Secretariat concerned within 7 working days from the day the assessment results are announced or within 3 working days after the student has been informed of the decision of the investigation panel (on assessment results) / ruling of the disciplinary committee. Please refer to **Appendix V** for the Appeal Regulations.

7.12 Maximum Registration Period

7.12.1 Maximum Registration Period (MRP) is the maximum number of years a student is allowed to complete a programme. A student who fails to complete the programme within the MRP as shown below will normally be de-registered from the programme.

Programme	MRP for	
	Full-time Mode	Part-time Mode
HD	5 Years	7 Years
DFS	2 Years	5 Years

7.12.2 Due to very special circumstances and on justifiable grounds, a student may apply for extension of the MRP. Applications for extension of MRP will require the approval of the Principal, and the maximum extension period allowed is normally 12 months.

7.13 Withdrawal and Dismissal from Study

7.13.1 Official Withdrawal

A student who wishes to discontinue his / her study of the programme should complete the formal withdrawal procedure by submitting to the Department concerned a **written notification** on such intention. For **students aged below 18**, the letter of withdrawal must be **endorsed by the parent / guardian concerned**. For official withdrawal of study with return of student card, the caution money paid less any outstanding fee and charges due to the campus / VTC will be refunded. If the written notification of official withdrawal is received by the Department before commencement of the semester, the tuition fees paid less the fee as specified in **Appendix II** and other outstanding fees, if any, will be refunded (except in the circumstances mentioned in paragraph 7.13.6).

7.13.2 Unofficial Withdrawal

A student will be deemed to have unofficially withdrawn from the programme if, without prior notification to the Department, he / she has **not been present for scheduled programme activities for a period of 4 consecutive weeks**. Students who have unofficially withdrawn from study will not be eligible for the refund of the caution money.

7.13.3 Students who failed to settle in full the required amount of tuition fees and charges after the payment due date will be deemed to have decided not to continue their study and will normally be de-registered, unless special approval for deferred payment from the Principal has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee.

7.13.4 Withdrawal due to Academic Failure

Students will normally be de-registered and not allowed to continue their study if by the end of an academic year:

- their Cumulative Grade Point Average is below 1.0 (for HD students); or
- their Cumulative Module Average is below 40% (for DFS students).

7.13.5 Dismissal

The Institute / VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his / her studies on disciplinary grounds.

7.13.6 Students should note that they are still liable to pay full tuition fee of the related instalment / semester despite their withdrawal from studies (either officially or unofficially or due to termination) which takes effect at any time:

- (1) after commencement of a semester;
- (2) after approval for deferment of payment has been granted (irrespective of whether they have attended class or not). All deferred payments will become immediately due if the students fail to settle the outstanding fees by the extended due date (see paragraph 4.3.2).

Furthermore, they are required to **return their Student Cards** to the Department / Campus Secretariat upon cessation of study for whatever reason.

7.13.7 Irrespective of the reason for cessation of study, students who have withdrawn / been dismissed from study are not entitled to participate in any Institute / college academic and non-academic activities, services and schemes.

7.14 Award

7.14.1 In order to be eligible for an award, a student must have satisfactorily completed the Credit Requirements of the award and other requirements specific to his / her programme of study (if applicable), within the Maximum Registration Period from the date of first enrolment in the programme (for a student who has transferred from another programme / campus / mode of study, the time devoted to the old programme will be counted towards the Maximum Registration Period).

7.14.2 **For all HD programmes**, the graduation requirements also include successful completion of:

- **Industrial Attachment (IA) Module** or designated module(s) with workplace learning and assessment, work-integrated learning, field work, practicum, etc.; and
- **Enrichment Module(s).**

7.14.3 HD students are required to attend a minimum of 90 accumulated hours of industrial attachment in **IA** or designated module(s), the format of which may vary between different HD programmes. Individual programmes may require more hours of industrial attachment. Students should note that **IA** is primarily a learning activity to better prepare them for employment after graduation.

7.14.4 **Enrichment Modules** aim to enhance students' multi-disciplinary knowledge, augment their employability or to better prepare them for further study. A variety of choices will normally be offered and students can select any to suit their interest or need, subject to availability of places.

7.14.5 An award granted shall normally be classified according to the student's Award Grade Point Average (AGPA) or Award Module Average (AMA) as follows:

	For HD	For DFS
<u>Classification</u>	<u>Range of AGPA</u>	<u>Range of AMA</u>
Distinction	$3.50 \leq \text{AGPA}$	$75\% \leq \text{AMA}$
Credit	$3.00 \leq \text{AGPA} < 3.50$	$65\% \leq \text{AMA} < 75\%$
Pass	$1.00 \leq \text{AGPA} < 3.00$	$40\% \leq \text{AMA} < 65\%$

7.14.6 The Board of Examiners has the discretion to adjust the Distinction and / or Credit boundaries based on sound academic judgement without further approval from the relevant Discipline Academic Committee or Foundation Studies Board.

8. Student Attendance and Conduct

8.1 Attendance and Its Records

- 8.1.1 Students should attend punctually all scheduled lessons and activities of their programmes. If absence is unavoidable, they must inform their Departments / Personal Tutors / Class Tutors / Year Tutors in writing of the reasons as soon as possible. A student will be deemed to have unofficially withdrawn from a programme if, without prior approval of the department, he / she has not been present for scheduled programme activities for **a period of 4 consecutive weeks**.
- 8.1.2 There are minimum attendance requirements for all full-time programmes and some part-time programmes. Please see **Section 7.7** for related information.
- 8.1.3 The Institute adopts an electronic class attendance system to record students' attendance. All students are required to place their student cards personally over a card reader for recording their presence (except for online lessons). Taking attendance for another student by placing another student card on a card reader is regarded as misconduct which may render both students to disciplinary action.
- 8.1.4 The presence of full-time students in a lesson is recorded electronically on actual-time basis (i.e. the duration of their presence is from the time of placing their student cards over a reader to the scheduled ending time of the lesson, with a grace period of 10 minutes allowed at the start). Their individual cumulative actual-time of presence per module is used to calculate their individual attendance percentage of the module concerned.
- 8.1.5 Students should check their attendance records regularly via MyPortal. In case of any discrepancies in attendance records, they should contact the Module Lecturer concerned for clarification immediately.
- 8.1.6 It is the practice of the Institute to send, under confidential cover, the attendance records and copies of Transcript of Study to the employers of the students of part-time programmes, on the understanding that these students are directly and / or financially sponsored by their companies. Persistent failure to attend classes may result in their employers being asked to withdraw them from the programme.

8.1.7 In case of prolonged absence from class, parents / guardians of students aged below 18 will also be informed verbally or in writing of such incidence.

8.2 Conduct and Discipline

8.2.1 The Institute is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should show respect to others, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying others is unacceptable behaviour and may lead to disciplinary action.

8.2.2 Students must observe at all times the following rules and regulations:

- (1) **Gambling and betting** are forbidden in the campus.
- (2) **Smoking** is prohibited within campus premises.
- (3) **Alcoholic drinks** are not allowed anywhere within the campus, unless permission is given by the Principal.
- (4) **Eating or drinking** is strictly prohibited at all teaching venues including classrooms, computer rooms and lecture theatres, etc.
- (5) **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- (6) **Noise-producing devices such as mobile phones, PDA, etc.**, should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Principal.
- (7) **Viewing, uploading and downloading obscene pictures or movies** from websites and other electronic devices are prohibited.
- (8) **Taking attendance for another student** by placing another student card on a card reader is not allowed.
- (9) **Notes, learning and programme materials** provided by teachers or Departments are works protected by copyright. Students are not permitted to make copy of such materials either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc.

8.2.3 Students have the responsibility to help maintain a clean, healthy and safe learning environment in the campus. They should observe further rules stipulated for the use of campus facilities, and for participation in the learning and teaching activities. Students attending classes or activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

8.2.4 All campus staff are empowered to enforce the campus rules and regulations. They are authorised to prevent and stop any misbehaviour and non-compliance acts in all areas of the campus. If necessary, they will refer the misconduct or case to the Student Disciplinary Committee for further action.

8.2.5 Student Disciplinary Committee

The Student Disciplinary Committee is empowered to investigate and make recommendations on any case of student misconduct ordered to be brought before it by the Principal or his / her representative. The Committee will fully consider each case in a fair and unbiased manner. One or more of the following recommendations will be made to the Principal for consideration and approval:

- (1) student not at fault;
- (2) a written reprimand;
- (3) a fine for damage;
- (4) suspension from use of facilities for a specified period;
- (5) suspension from studies;
- (6) permanent expulsion; and
- (7) other action as considered appropriate by the Committee.

8.2.6 If a student is subject to disciplinary action, he / she may approach the Student Counsellor for advice and assistance. If a student has to attend a hearing of the Student Disciplinary Committee, he / she may ask a staff member or a student of the same campus to accompany him / her.

8.3 Equal Opportunities Policy and Prevention of Harassment

8.3.1 VTC is committed to developing, promoting and maintaining policies of equality of opportunity which creates an environment for staff, students or any other persons who have dealings with VTC where there is no barrier to equal opportunities and no discrimination on the grounds of sex, pregnancy, breastfeeding, disability, race, marital status, family status, or sexual orientation. VTC does not tolerate any unlawful acts of discrimination, harassment, vilification or victimization.

8.3.2 Both staff and students have the duty and responsibility towards creating a fair, harmonious and favourable environment where the dignity of each and every one must be respected and an equality of treatment upheld.

8.3.3 The definitions and some examples of sexual / disability / racial discrimination / harassment are provided in the paragraphs hereinafter. Students may visit the website of Equal Opportunities Commission (www.eoc.org.hk) for further information.

8.3.4 Sexual Harassment

Under the Sex Discrimination Ordinance, any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is considered as sexual harassment which is prohibited under the Ordinance. For instance, students telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students / staff and would be legally liable for such act.

8.3.5 Disability Harassment

According to the Disability Discrimination Ordinance, disability harassment means unwelcome conduct towards a person on account of his / her disability, or towards this person's associate, where a reasonable person, having regard to all circumstances, would have anticipated that the person with the disability would be offended, humiliated or intimidated. Examples may include an oral or written statement, e.g. insulting remarks or offensive jokes about a person's disability.

8.3.6 Racial Discrimination

Treating people less favourably on the basis of their race or engaging in an unwelcome, abusive, insulting or offensive behaviour because of the race of another person or his / her associate (e.g. relative, carer), which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance and would entail legal consequences. Examples may include racist jokes, banter, ridicule or taunts, e.g. laughing at the accent or habits of people belonging to certain racial groups.

8.3.7 Students should avoid engaging in these unlawful acts of discrimination, harassment and vilification on or outside campus premises and students committing any of such acts would be liable to disciplinary action.

8.3.8 A person who feels distressed or humiliated by certain act of harassment may speak up at the time and tell the harasser that his / her behaviour is unwelcome and has to be stopped. If any student considers that he / she has been subject to such harassment and wishes to lodge a formal complaint, he / she should lodge the complaint to the Campus Secretariat as soon as possible. Appropriate actions will then be taken by the Institute. Strict confidentiality will be observed.

8.4 **Suggestions and Complaints**

8.4.1 VTC is very keen to receive feedback from students on all aspects of the Institute. The Institute has put in place various communication channels / methods for students to convey their views and feedback. Student may make a suggestion on any campus matter by raising it with the Departments, the Student Development Officers or the Principal.

8.4.2 Students are encouraged to contact the relevant Department or staff direct to discuss any matters of concern to them, with a view to resolving the issues expeditiously.

8.4.3 There is a Complaints-handling Officer in each campus to ensure that each complaint is processed expeditiously and properly. If a student wishes to lodge a complaint, he / she may forward it to his / her Department or the Campus Secretariat. No complainant will be victimised or penalised for raising a complaint in good faith. However, a student making malicious complaints may be subject to disciplinary action.

8.4.4 Complainants are expected to identify themselves. The Principal will consider the content of an anonymous complaint and decide whether the complaint should be further processed.

8.4.5 All complaints will **normally be acknowledged in writing within 5 working days** from receipt of a complaint and a reply stating the findings of the investigation will normally be made within 14 working days after acknowledgement of receipt of the complaint. The complainant or his / her authorised representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

9. Facilities / Support for Learning

9.1 Services of Learning Resources Centre

9.1.1 To provide a one-stop resources centre for students and staff in obtaining learning support services, the Learning Resources Centre (LRC) has been set up in most campuses to create a stimulating and creative atmosphere for learning and allows flexible deployment of resources to handle services that require multi-skills.

9.1.2 Library Services

All LRCs are multi-media learning resources centres that provide an environment conducive to study, research and leisure reading. Current information on library resources and services is available on the Library homepage (library.vtc.edu.hk).

9.1.3 The library collection in the LRCs consists of around 545,000 print volumes, 367,000 e-books and 100,000 full-text e-journal articles. They cover programme-related topics in Health and Life Sciences, Business, Childcare, Elderly and Community Services, Design, Engineering, Information Technology, Hospitality, Language and vocational guidance. Around 80 electronic databases, for example, BSOL (British Standards Online Library), EBSCOhost, ProQuest, ScienceDirect, HyRead eBook, Flipster, PressReader, Statista and WisersOne, also provide a very effective searching tool on a variety of subjects to support the needs of teaching and learning. Students can search and print the past examination papers and module syllabuses from the VTC Examination Paper Database and Course Syllabus Database respectively.

9.1.4 The VTC Library Catalogue allows users to locate all VTC library collections (library.vtc.edu.hk). Users can also ascertain the library holdings, check their own borrowing records, place a reservation on a particular title and renew their loaned items. Moreover, it provides hyperlinks to all electronic resources including e-books, e-journals and e-databases.

9.1.5 All LRCs are well-equipped with Internet workstations, personal computers, notebook computers, audio-visual equipment, wireless LAN and an integrated photocopying and printing system with Octopus charging solution. Inter-campus loans among all campuses are available. Library users may check in and out the circulating materials from any one of the LRCs.

9.1.6 Multimedia Services

In most campuses, the LRC has Student Workshop Area housed with audio-visual equipment, printing machines, scanning facilities and computers with multimedia software as learning support. To use the facilities, students should follow the regulations and technical guidelines provided in the Area.

9.1.7 Computing Services

In addition to the departmental computing facilities, students can also use the central computing services in the computer rooms / labs for learning support. When the rooms are not scheduled for classes, students may use the facilities on a free-access basis in accordance with the arrangements made by the Officer-in-charge.

9.1.8 Students are allowed to bring their own personal portable computers to the campus for use in support of their learning. They can connect to the campus wireless network with a valid Computer & Network Account (CNA) after user authentication. Students are responsible for ensuring that their PCs have protection against computer virus infection and all software programmes installed in their PCs are legitimately-acquired originals. Any student found violating this regulation will be subject to disciplinary action by his / her Department.

9.2 Language Learning Facilities

9.2.1 Language Laboratories

Fitted with a wide range of modern and sophisticated audio-visual equipment and networked computers, the language laboratories facilitate students' development of listening and speaking skills in a diverse and autonomous way. Teachers can give instant feedback and individualised support to students via the control panel, enabling a highly interactive language learning environment. Besides practising listening and speaking skills, students can acquire reading and writing skills through different online materials, which further enhance their language learning experiences.

9.2.2 Centre for Independent Language Learning (CILL)

The Centre hosts a wide range of fun-filled activities and provides an abundance of self-access materials and resources. Students can relax and learn at their own time and pace while mingling with native English speakers in a dynamic and supportive environment. Besides, the CILL is also equipped with virtual learning devices which allow students to practise their communication and presentation skills in an immersive environment.

9.3 **Student Support for Online Learning**

9.3.1 Students can access the “Student Support for Online Learning” website for information on Online Learning and user guides for the e-learning platform ‘Moodle’ at elsupport.vtc.edu.hk. For access to the ‘Moodle’ platform, students may log in with their CNA either through **MyPortal** at myportal.vtc.edu.hk or by direct access at moodle.vtc.edu.hk.

10. Student Services and Amenities

10.1 MyPortal and VTC@HK

10.1.1 MyPortal is a web-based communication platform which provides online self-services to students. Through MyPortal, students can:

- Read specific news, departmental or campus notices;
- Check and update their personal information;
- View class timetables, examination schedule, study pace list and attendance records;
- Apply for the VTC Fee Remission Scheme, if applicable;
- Apply for lockers;
- Book campus facilities;
- Enrol in student activities;
- Browse through Career Resources;
- Select modules of study, if applicable;
- Submit industrial attachment, if applicable;
- Submit application for credit transfer or module exemption, if applicable;
- Download Transcript of Study, Record of Non-Academic Achievements, Tuition Fee Payment Advice, etc. (in a specified period); and
- Handle matters related to graduation ceremony.

10.1.2 Students may access MyPortal at the hyperlink myportal.vtc.edu.hk using a supported browser. They only need to use their Computer & Network Accounts (CNA) (same as their email accounts) and the corresponding passwords to log in MyPortal. The CNA allocated to students will normally be terminated at the end of the academic year when the students graduate.

10.1.3 “VTC@HK” is an official mobile application of VTC which facilitates students to access latest news and events as well as various IT services of VTC, such as viewing personal class / examination timetables, class attendance record and print quota balance; downloading documents (e.g. Transcript of Study, Record of Non-Academic Achievements, Tuition Fee Payment Advice); and browsing library resources and e-resources, etc. Through “VTC@HK”, students can also create their own event calendar and obtain recommendations on suitable study programme choices after completing a questionnaire via the icon “Study Pathway”. New students can also use the “Student Photo Upload” function to upload their photos for student card production.

10.1.4 Students can download the latest version of “VTC@HK” through Apple App Store or Google Play Store and use their CNA and password to log in.

10.2 Student Feedback Questionnaire Survey

10.2.1 The Student Feedback Questionnaire (SFQ) Survey is designed to help evaluate the effectiveness of the modules, the programme of study and campus services. Results of the survey are used to improve the quality of teaching and learning as well as the services provided on-campus.

10.2.2 Students will be invited to give in the SFQ Survey their ratings and comments on the basis of their observation and judgement near the completion of a module. The SFQ results will be considered as an indicator of students’ experience of learning in the Institute.

10.3 Students’ Union

10.3.1 The Students’ Union is a formal student body registered under the Societies Ordinance. Through the Union, students can form and operate departmental societies and clubs which cater for their recreational, sporting, cultural and intellectual interests.

10.3.2 Representatives of Students’ Union and its affiliated bodies may be invited by the Institute to participate in many of the advisory committees relating to academic and student affairs in the campus. These committees provide an additional channel of communication between students and staff of the Institute.

10.3.3 All full-time students are full members of the Students’ Union. The Institute collects the annual fee on behalf of the Students’ Union and the total amount collected is transferred to the Students’ Union. The funds are managed by the Students’ Union according to its accounting procedures.

10.3.4 Students’ Union annual fee for the academic year 2023/24 is HK\$100 per full-time student.

10.4 Student Development Office

10.4.1 The Student Development Office (SDO) provides the following services:

- Assistance in applications for appropriate financial assistance schemes, scholarships and bursaries, Student Travel Subsidy Scheme, and MTR Student Travel Scheme;
- Professional counselling services including general and career counselling services;
- Structured Whole Person Development Programme;
- Physical education programmes, advisory support to sports clubs, and coaching to sports teams;
- Advice and support to student bodies; and
- Management of student amenities.

10.4.2 Provision of the above services may vary among campuses. Students are encouraged to approach SDO for advice and assistance whenever needed.

10.5 Record of Non-Academic Achievements

10.5.1 Full-time students will be issued upon their graduation in the programme a Record of Non-Academic Achievements which reports their participation in various extra-curricular activities during their study.

10.6 Graduate Placement Services

10.6.1 Students and graduates may make use of VTC's web-based Job Information System (VTCJIS) (jis.vtc.edu.hk) if they look for full-time or part-time employment. Students may also check out MyPortal "Career Corner" for career education information such as job hunting skills. Information on the latest recruitment activities will be disseminated via MyPortal, or by Campus Secretariat / Student Development Office.

10.7 Sports Facilities

10.7.1 When using the sports facilities, students must abide by the rules laid down by the campuses. The swimming pools at IVE (Chai Wan), IVE (Tsing Yi), and HKDI and IVE (Lee Wai Lee) campuses are open to all full-time and part-time IVE / HKDI / YC students free of charge. Fitness rooms in all IVE / HKDI / YC campuses are open to students with a valid Physical Fitness Centre User Card. Students may contact the respective offices for the opening hours. They may book and use other sports facilities. The charges and other related information can be found in the campus' Sports Facilities User Guide.

10.8 Catering Service

10.8.1 There is one café which serves cooked meals, snacks, and beverages at IVE(Chai Wan). The normal opening hours of café during term time are listed as follows:

Café:	Monday to Friday	8:00 a.m. to 7:00 p.m.
	Saturday	8:00 a.m. to 1:00 p.m.
	Sunday and Public Holiday	Closed

Intellectual Property Policy for Students

Intellectual Property

1. “Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

Applicability of Intellectual Property Policy to Students

2. VTC’s Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions / centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

Ownership of the Intellectual Property

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his / her course of study. Such right to use will include but not limited to, for example, the followings:
 - a) the right of VTC to sub-license the Intellectual Property;
 - b) to showcase the award-winning works of the student for publicity or display purpose; and
 - c) to refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student’s Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and / or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, “sponsor” means support from the company or VTC, which could include financial assistance (cash or in kind), use of company’s or VTC’s equipment and facilities, and access to company’s or VTC’s confidential data, drawings, sketches, and documents relating to the project.

Student’s Obligations and Warranty

5. Notes and programme materials provided to students by teachers or Departments are works protected by copyright and shall be used by students only for private study.
6. Students are not permitted to make copy of any textbooks, notes and programme materials either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.
7. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libellous.
8. Each student undertakes to promptly report to VTC if he / she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him / her.
9. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centre, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrolment and graduation. Any violation of VTC’s Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institutions handling student disciplinary matters, for investigation and consideration.

Appendix II

Other Fees and Charges

All fees and charges are subject to regular review. VTC reserves the right to revise these fees and charges and add new items from time to time.

	Items	Fee Level for AY2023/24 (HK\$)^(Note 1)
1	Reinstatement of registration status for programme / module ^(Note 2)	\$400/request
2	Replacement of student card	\$100/card
3	Application for credit transfer / module exemption	\$100/module
4	Assessment Fee for module exemption	\$400/module
5	Application for transfer of study	\$200/application
6	Statement of Module Completion ^(Note 3)	\$100/statement
7	Transcript of Study and Record of Non-academic Achievement (if applicable) ^(Note 4)	\$50/copy
8	Application for Intermediate Award ^(Note 5)	\$100/award
9	Replacement of Award Certificate (including Intermediate Award)	\$500/copy
10	Verification of fee payment	\$100/transaction
11	Letter of confirmation / certification service / official signature ^(Note 6)	\$100/copy
12	Appeal ^(Note 7) (i) against assessment results (ii) against non-academic issues/disciplinary actions	\$500/module \$500/case
13	Withdrawal from study ^(Note 8) (i) Written Notification received BEFORE commencement of a semester (ii) Written Notification received AFTER commencement of a semester	- 50% of the tuition fee including SP fee (if any) <i>(Item 15)</i> for the related instalment for full-time students - \$500 for all part-time students - 100% of the tuition fee including SP fee (if any) for the related instalment / semester
14	Graduation Fee ^(Note 9)	\$300/student

	Items	Fee Level for AY2023/24 (HK\$) ^(Note 1)
15	Study Package (SP) Fee for HD students ^(Note 10)	
	(i) English Modules	- \$75 per module
	(ii) Chinese & Putonghua Modules	- \$58 per module
16	Viewing marked examination answer scripts ^(Note 11)	\$200 per viewing per module
17	Access to personal data held by VTC	\$70 per request (up to 10 pages of data) and \$5 per each additional page

Notes

- All payments should normally be made through PPS, ATM / JETCO, online 'Bill Payment' service via internet banking or by 'Octopus Card' at campus and settled before the applications are being processed. Please contact the Campus Secretariat for details of the payment arrangement.
- In some cases, a student may be de-registered from a module (e.g. due to failure to settle the required fee before the stipulated deadline). The Reinstatement Fee will be charged if a student subsequently wishes to reinstate the registration status for any of these dropped / de-registered modules in the same semester.
- HD and DFS students who exit the programme without meeting the requirements for any awards can apply for a Statement of Module Completion which shows only the successfully completed modules.
- For graduating students, a full set of their final Transcripts of Study (for full-time students, also their Records of Non-academic Achievement) will be provided at the end of the last semester of study free of charge. Submission of application is not required.
- With the special approval from the respective Academic Committees, a HD programme may have an intermediate award. Based on justifiable grounds and upon meeting the relevant credit requirements, students of a programme with an intermediate award may apply to be granted the intermediate award concerned without exiting the programme.
- Certification service charge is applicable for attesting a student record (e.g. enrolment status, medium of instruction, programme/award title, period of study, mode of study, etc.). It also applies to the following requests on per request per programme basis:
 - Certification made on a specified form with an enclosure of Transcript of Study
 - Request for a copy of programme/module syllabus that the student had studied
The charge will be waived if the information to be certified / confirmed is related to CSSA, financial assistance schemes of SFO, CEF and MTR Student Travel Scheme.
- Appeal should be made in writing and reach the Department / Campus Secretariat concerned within 7 working days from the day of assessment results announcement or within 3 working days after the student has been informed of the ruling of the Disciplinary Committee. In case of successful appeals, the appeal fee will be refunded.
- If the written notification of official withdrawal is received by the Department before commencement of the semester, the tuition fees paid less the fee specified in the table and any other outstanding fees will be refunded, except in the circumstances where approval for deferment of payment had been granted. Students who have been granted approval for deferment of payment are liable to settle in full the tuition fee of the related instalment / semester, even if they subsequently withdraw or are de-registered from the programme (irrespective of whether they have attended class or not). (See paragraphs 4.3.2, 7.13.1 & 7.13.6)

9. All full-time students of graduating year are required to pay the Graduation Fee which is normally settled by transferring the full amount of the Caution Money. The fee is also chargeable to part-time students of graduating year if they wish to attend the graduation ceremony. Graduation Fee paid will not be refunded even if they subsequently do not attend the graduation ceremony.
10. Students who enroll on a HD programme will be provided with a study package (SP) for each of the 5 core English modules and 2 core Chinese & Putonghua modules. The SP fees are treated as part and partial of the tuition fee and thus will be collected / refunded on the same base as the programme tuition fee. That is, the total SP fees will be collected together with the tuition fee by instalments for full-time programmes / when the module(s) is/are to be taken in that semester for part-time programmes.
11. Request for viewing marked examination answer scripts (confined to end-of-unit / module / programme examination or end-of-module assessments for language modules with written components / assessments) should be made in a prescribed form within 3 working days from the date of announcement of the assessment results.

Examination Regulations

Introduction

Students will be informed of the examination schedule at least one month before the commencement of the examination period. They are responsible for presenting themselves for examination at the time and place published in the examination schedule. Students must also make themselves available for the whole examination period as published in the Academic Terms and Key Dates, since the examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

The following rules must be studied carefully by all students. Students who fail to observe any of these rules may be disqualified from the examination^(Note), or suspended from their programme of studies, or subject to other forms of disciplinary penalty as considered appropriate by the Student Disciplinary Committee.

1. Before Commencement of the Examination

1.1 Candidates shall not enter the examination venue until so allowed.

1.2 Candidates are strongly advised not to bring mobile phones and other electronic / communication devices (e.g. PDA, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, etc.) when attending an assessment. If they have such items with them, these devices must be turned off (including the alarm function of mobile phones) and put under the chair in a position clearly visible to the invigilators. If a mobile phone or electronic / communication device is found in the pocket / on the body of a candidate, the candidate will be disqualified for that assessment. If the mobile phone or electronic / communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings, including electronic / communication devices, in small bags that can be properly closed with a zip / buckle and the bags must be placed under their chairs. Furthermore, they should ensure that they do not have in their possession any unauthorised materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.

- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.
- 1.4 Candidates must bring their Hong Kong identity cards and student cards to the examination. These documents should be placed on the top right-hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination venue if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.
- 1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating and drinking is not allowed in the examination venue.
- 1.9 No candidate shall start the examination until instructed to do so by the invigilator.

2. During the Examination

- 2.1 No candidate shall normally be admitted to an examination venue more than 30 minutes after the start of the examination.
- 2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination venue with the approval of the invigilator. However, candidates may not be permitted to leave the examination venue in the final 15 minutes of the examination.

- 2.3 During the course of the examination, candidates who have a need to leave the examination venue for a short while should be accompanied by an invigilator.
- 2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the Department.
- 2.5 If candidates are suspected of cheating, the front cover of their answer books will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorised materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.
- 2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of the Examination

- 3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.
- 3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination venue. They shall not take away any items issued by the invigilator out of the examination venue, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.
- 3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

4. Arrangements during Bad Weather Conditions / in an Emergency

- 4.1 If a *pre-no. 8 special announcement / a typhoon signal no. 8 or above / “Extreme Conditions” announcement or red / black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.
- 4.2 No public announcements over radio and television regarding arrangements for scheduled examinations due to bad weather conditions will be made by the VTC. Students should also note that announcements made by the Education Bureau are not applicable to the IVE / HKDI / YC.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a red / black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a *pre-no. 8 special announcement / a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

* Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No. 8 Special Announcement”) within 2 hours of the hoisting of the Typhoon Warning Signal No. 8.

Note: The term “examination” here also covers “pen-and-paper” form of assessments scheduled like an end-of-module examination or common assessment among Departments operating the programme.

“Cheating” in Assessments

If a student has committed the following acts of dishonesty, he / she would be considered as “cheating”.

A. Cheating Relating to Assignment / Project / Practical Assessment, etc.

These may include, but not limited to, dishonesty act of the following:

- A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work or is created by Artificial Intelligence (AI)-based tools and claiming it as his / her own.
- A2 Presenting AI-generated work / another person’s work as his / her own work, or vice versa.
- A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his / her own work.
- A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his / her own work and claiming it as his / her own without acknowledgement.
- A6 Using unauthorized material obtained / bought from the market or elsewhere as his / her own work.
- A7 Copying deliberately the work of other students or deliberately letting other persons copy his / her work, either in its entirety or in part.
- A8 Using other person’s name on his / her own assignment.

B. Cheating relating to Assessments under Invigilation

These may include, but not limited to, dishonesty act of the following:

- B9 Possessing prohibited materials / articles of all sorts within his / her reach (e.g. on his / her examination desk or on his / her body).
- B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
- B11 Using prohibited materials / articles during examination / test.
- B12 Improperly communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his / her script to be copied by other candidates.
- B13 Dishonest behaviour during the period of leaving and returning to the examination / test venue.
- B14 Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

Note:

More serious penalty will be imposed for repeated offence of cheating, irrespective of the types of offence committed in both incidents. For instance, the following cases are classified as repeated offences:

- 1) If a student had committed an offence in module A and later committed the same or another offence in module B, the offence in module B is considered as a repeated offence.
- 2) If a student had committed an offence in an assessment event, and committed the same or another offence within the same assessment event, then the second incident of the dishonesty act will be regarded as a repeated offence if the first offence is established.

Appeal Regulations

1. A student may appeal against his / her assessment results arising from the decision of a Board of Examiners (referred to as “academic appeals”). Academic appeals must be submitted to the Campus Secretariat within 7 working days from the day the assessment results are announced. The appeal requests will then be referred to the Department / Section concerned for investigation. Within 3 working days after a student has been informed of the decision of the investigation, the student may submit a formal appeal against the investigation result together with an appeal fee to the Campus Secretariat for handling.
2. All appeal cases against the rulings of a Disciplinary Committee on an allegation of cheating or on behavioural problems should be submitted to the Campus Secretariat within 3 working days after the student has been informed of the decision of the ruling of the Disciplinary Committee. The student should pay an appeal fee and submit his / her written application with justifications or evidence in support of the appeal request.
3. The justifications or evidence of the appeal request will be carefully considered to determine whether a Student Appeals Committee (SAC) meeting should be convened to further review the case. The applicant is then informed whether the appeal request has been referred to SAC.
4. If the appeal request is referred to SAC, the SAC meeting shall be convened within 7 to 12 working days of the receipt of a formal appeal. For more complicated cases, a longer processing time may be needed. Under such situation, the applicant will be informed of the estimated timeframe for processing the appeal request.
5. The applicant shall have the right to appear in person before the SAC to present the case if he / she so wishes. He / she may also be accompanied by a fellow student unrelated to the appeal request. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the Committee.
6. The applicant shall be informed in writing of the decision by the campus normally within 7 to 12 working days after the SAC meeting. In case of successful appeals, the appeal fee will be refunded.
7. The decision of SAC is final.

Location of Offices 辦事處地點

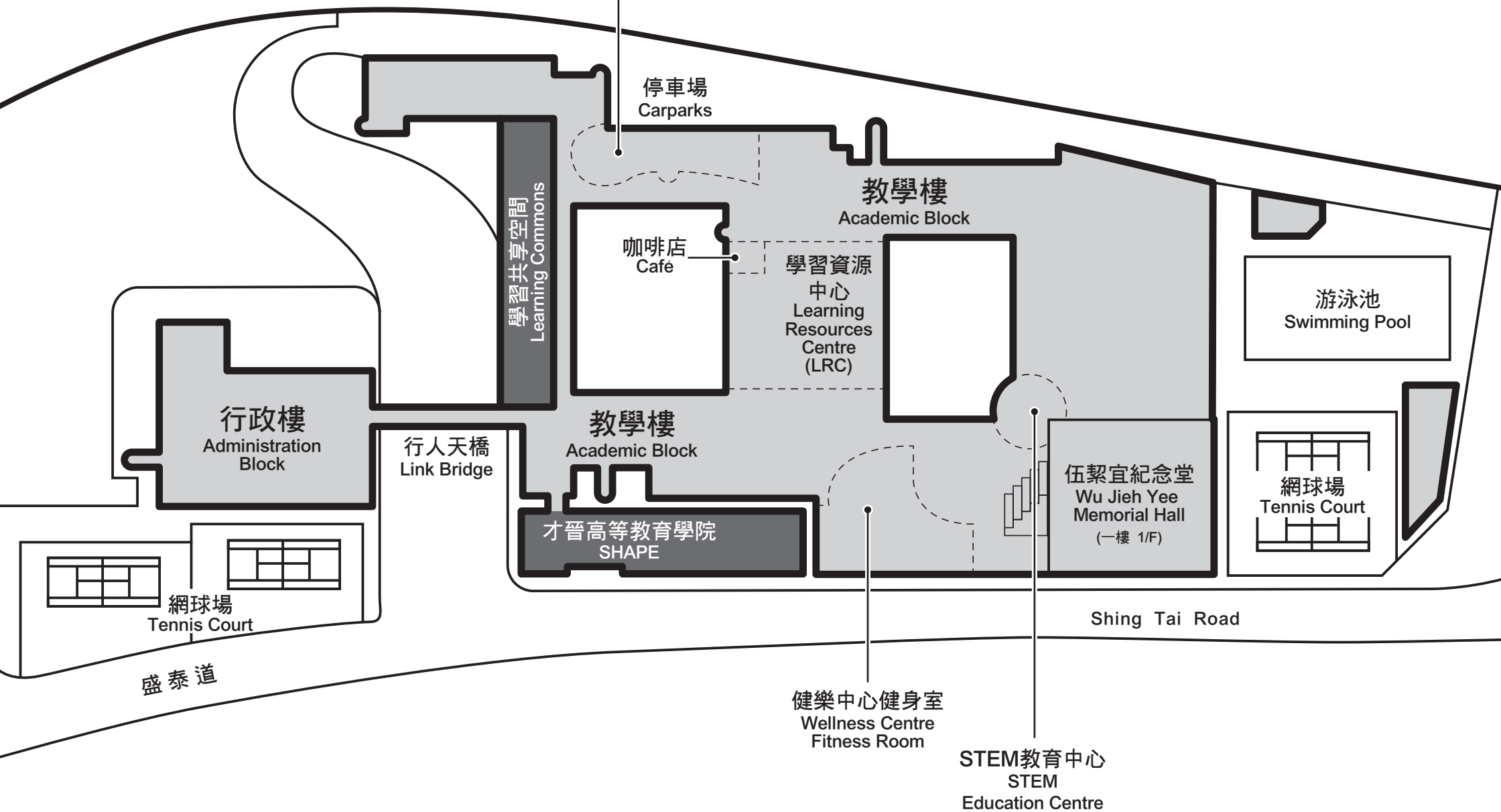
Department of Health and Life Sciences 健康及生命科學系	Room 201, 2/F Academic Block 教學樓二樓 201 室	電話 傳真 電子郵件	Tel.: 2595 2511 Fax: 2505 0571 E-mail: cw-hls@vtc.edu.hk
Department of Engineering 工程系	1/F Administration Block 行政樓一樓	電話 傳真 電子郵件	Tel.: 2595 8106 Fax: 2505 4103 E-mail: cw-eng@vtc.edu.hk
Department of Hospitality 酒店及旅遊系	3/F Administration Block 行政樓三樓	電話 傳真 電子郵件	Tel.: 2595 8208 Fax: 2505 4225 E-mail: cw-ht@vtc.edu.hk
Department of Information Technology 資訊科技系	Room 301, 3/F Academic Block 教學樓三樓 301 室	電話 傳真 電子郵件	Tel.: 2595 8101 Fax: 2556 9190 E-mail: cw-it@vtc.edu.hk
Language Centre 語文中心	1/F Administration Block 行政樓一樓	電話 傳真 電子郵件	Tel.: 2595 8419 Fax: 2294 4627 E-mail: cw-lc@vtc.edu.hk
Campus Secretariat 學院秘書處	2/F Administration Block 行政樓二樓	電話 傳真 電子郵件	Tel.: 2595 8333 Fax: 2505 4200 E-mail: cw-cs@vtc.edu.hk
Regional Finance Office 2 財務組(分區二)	2/F Administration Block 行政樓二樓	電話 傳真 電子郵件	Tel.: 2595 8364 Fax: 2505 9387 E-mail: cw-fs@vtc.edu.hk

Computer Centre 電腦中心	Room 338, 3/F Academic Block 教學樓三樓 338 室	電話 傳真 電子郵件	Tel.: 2595 8407 Fax: 2505 9544 E-mail: cwcc@vtc.edu.hk
Student Development Office 學生發展處	Room 015, G/F Academic Block 教學樓地下 015 室	電話 傳真 電子郵件	Tel.: 2595 8389 Fax: 2505 2004 E-mail: cwsdo-enq@vtc.edu.hk
Career Development Centre 就業發展中心	Room 020, G/F Academic Block 教學樓地下 020 室	電話 傳真 電子郵件	Tel.: 2595 8389 Fax: 2505 2004 E-mail: cw-cdc@vtc.edu.hk
Physical Education Section 體育組	Room 117, 1/F Academic Block 教學樓一樓 117 室	電話 傳真 電子郵件	Tel.: 2595 8398 Fax: 2505 2004 E-mail: cw-sdope@vtc.edu.hk
Learning Resources Centre 學習資源中心	Room 036, G/F Academic Block 教學樓地下 036 室	電話 傳真 電子郵件	Tel.: 2595 8425 Fax: 2505 4270 E-mail: cw-lib@vtc.edu.hk
Students' Union Office 學生會辦公室	Room 130, 1/F Academic Block 教學樓一樓 130 室	電話	Tel.: 2505 8518

杏花邨方向
To Heng Fa Chuen

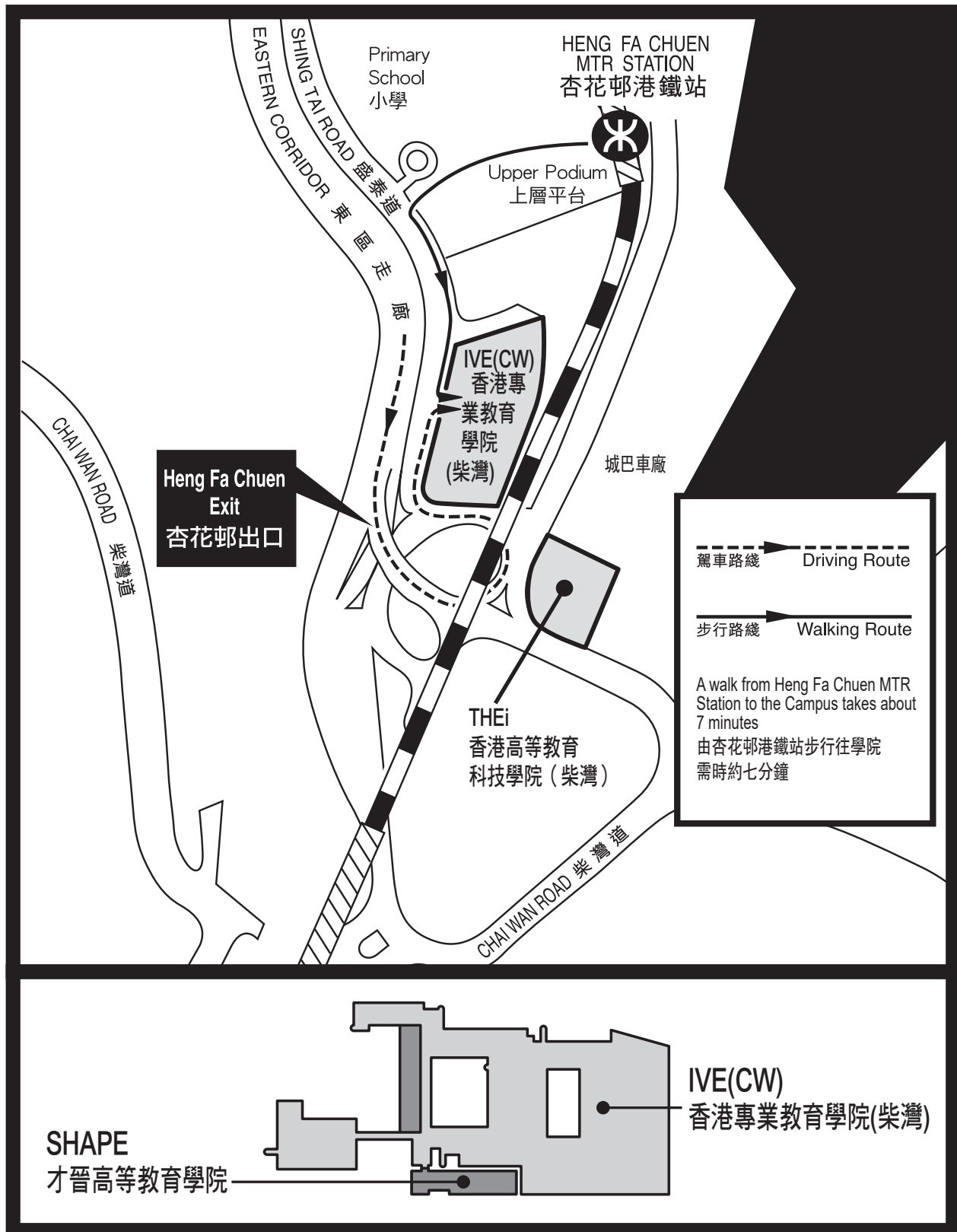
語文自學中心
Centre for Independent
Language Learning

柴灣方向
To Chai Wan



Location Map of IVE(Chai Wan)

香港專業教育學院(柴灣)院校地圖



香港柴灣盛泰道三十號
30 Shing Tai Road, Chai Wan, Hong Kong

電話 Tel : 2595 8333
傳真 Fax : 2505 4200

Programmes offered at IVE (Chai Wan)

AS114104	Higher Diploma in Biotechnology
AS114111	Higher Diploma in Occupational and Emergency Operations
AS114202	Higher Diploma in Pharmaceutical Science
AS114211	Higher Diploma in Beauty and Personal Care Products
AS114213	Higher Diploma in Food Technology and Safety
AS114216	Higher Diploma in Dispensing Studies
AS114217	Higher Diploma in Fitness and Exercise Nutrition
AS314211	Higher Diploma in Beauty and Personal Care Products
AS314216	Higher Diploma in Dispensing Studies
EG114401	Higher Diploma in Electrical Engineering
EG114701	Higher Diploma in Mechanical Engineering
HT114101	Higher Diploma in Hotel and Catering Management
HT114102	Higher Diploma in Tourism and MICE
HT114103	Higher Diploma in Leisure Management
HT114105	Higher Diploma in Sports Coaching
HT114109	Higher Diploma in International Hotel Management with Smart Service
HT114110	Higher Diploma in Sports Studies with Smart Technology
HT524105	Higher Diploma in Sports Coaching
IT114105	Higher Diploma in Software Engineering
IT114107	Higher Diploma in Game Software Development
IT114122	Higher Diploma in Cybersecurity
IT114124	Higher Diploma in AI and Smart Technology
IT314122	Higher Diploma in Cybersecurity
IT524122	Higher Diploma in Cybersecurity
FS113002A	Diploma of Foundation Studies - Health and Life Sciences
FS113002E	Diploma of Foundation Studies - Engineering
FS113002H	Diploma of Foundation Studies - Hospitality
FS113002N	Diploma of Foundation Studies - Information Technology